

## **J. R. CHANEY AWARD FOR PARLIAMENTARY PROCEDURE**

Parliamentary procedure is designed to recognize FBLA members who demonstrate knowledge of the basic principles of parliamentary procedure. This event is based on team rather than individual competition. In addition to learning and practicing good parliamentary procedure, team participants develop speaking ability and poise through the competitive performance.

### **ELIGIBILITY**

Each district is represented in parliamentary procedure by one team. A team is composed of five persons each of whom assumes one of the following positions: president, vice president, secretary, treasurer, and an additional member. The five team members may be from one or more local chapters. If members of the winning district team cannot attend the State Leadership Conference, two substitutes are allowed. (See policy page C-6)

### **REGULATIONS**

1. An entry form must be postmarked no later than March 17.
2. Only two members of the team may have participated in parliamentary procedure at a previous state leadership conference.
3. A participant who fails to report on time for any phase of the event may **DISQUALIFY THE TEAM**.
4. Robert's Rules of Order, Newly Revised is the final authority.
5. Participants must adhere to the dress code approved by the executive council.

### **PROCEDURES**

#### **Written Test**

1. Participants report to the supervisor administering the written test at the location designated on the program five minutes before starting time.
2. One hour is allowed for the entire test including the giving of instructions and the distribution and pickup of tests.
3. The test may include questions on the national FBLA bylaws, and principles of parliamentary procedure that cover meetings, voting, motions, seconding of motions, reports, resolutions, quorums, and other appropriate questions.
4. Scratch paper is furnished. Participants are responsible for furnishing their own No. 2 pencils and erasers.

## J. R. Chaney Award for Parliamentary Procedure Continued

5. Participants are identified by the districts they represent.
6. One or more local chapter advisers serve as supervisors to ensure that the above procedures are followed and completed.
7. The team score is determined by averaging the score of its members. The seven teams ranking highest on the written test proceed to the performance phase of the event.

### Performance

1. Parliamentary team presidents draw for a performance time. Drawing time is listed in the conference program.
2. Participants report to the supervisor of the event at the location designated in the program 20 minutes prior to the performing time. Upon reporting, the team's president will receive five copies of the problem for team members. The remainder of the time may be used in preparation. During this preparation time, parliamentary references may be used.
3. Parliamentary procedure reference materials may not be used during the performance. The following items may be taken into the performance room: one copy of the problem for each team member, one copy of the agenda, the treasurer's report, the secretary's minutes, and paper for recording the minutes of the meeting.
4. An additional motion is handed to each team member as they enter the performance room.
5. If the problem from the preparation room and the motion handed at the door do not represent all five classes of motions [main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—Robert's Rules of Order Newly Revised, Description of Classes and Individual Motions (§6.)], additional motions should be introduced during the meeting, and at least one rule that might be applied to each class of motions must be demonstrated. All of the items in the problem drawn and the motion handed to team members at the door must be included in the order of business.
6. The performance is to consist of the presentation of the procedures that should be used in a complete regular meeting of the chapter, from the time the meeting is called to order by the president until it is adjourned. The problem drawn and the motion handed at the door must be included in the appropriate order of business, but other items may also be taken up during the meeting.
7. The treasurer's report may be given by any member of the team.
8. Based on the time between the sound of the opening and closing gavels, 9-11 minutes is allowed for each team's performance. The timekeeper will stand at the end of 8 minutes. A deduction in score is made for each half minute or a fraction thereof over or under the time frame of 9 to 11 minutes.

## J. R. Chaney Award for Parliamentary Procedure Continued

9. Judges will be permitted to question team members following the performance, but are not required. If there are questions, it can last no longer than five minutes.
10. Graded papers are NOT returned to the participants or their advisers.
11. One or more local chapter advisers serve as supervisors to ensure that the above procedures are followed and completed.

## JUDGING

### Written Test

Scores of all five team members are totaled to determine the team score on the written tests. Ties will be broken based on the order in which the tests were returned. The test turned in the earliest will be the winner. The team with the greatest number correct on the written test is given the highest rank. The highest rank is one. Graded papers are NOT returned to advisers or participants.

### Performance

Judges complete a rating sheet on each team following its demonstration. Penalty points are deducted from the judges' ratings before the winner is determined. One point is deducted if the team goes one-half minute or a fraction thereof under 9 minutes or over 11 minutes. Each of the judges assigns a rank to each team. The highest rank is one. The ranks for each team are totaled. The team with the highest rank is the winner. **Should there be a tie, the team with the highest test rank is the winner.** Judges should break any ties that may arise after the test rank has been used.

## AWARDS

Plaques are presented to the winners of first through fifth places as long as finances are available. Certificates are presented to sixth and seventh place winners. Special awards are given to the five individuals designated as state team members.

## REPRESENTATION AT NATIONAL

The president from the winning state team and the four participants who have the highest number of correct answers on the written test are entitled to represent the state chapter at the National Leadership Conference. (See policy page C9). If any member of the state team is unable to attend the national conference or fails to complete his/her assignment on time, the state office may select a replacement—preferably from the participants with the next highest scores on the written test.

**Rating Sheet - Missouri FBLA**

Chapter \_\_\_\_\_

Rank \_\_\_\_\_

**PARLIAMENTARY PROCEDURE**

**Instructions for scoring "Motions" section:** Full value should be given for correctly handling the following actions on motions. For example, if a motion does not require a second and the team handles this correctly, full credit should be given.

**Motions:** (1) Main, (2) Subsidiary, (3) Privileged, (4) Incidental, (5) Bring Again

MOTIONS	(1)	(2)	(3)	(4)	(5)	VALUE	SCORE	COMMENTS
Made						5	_____	_____
Seconded						5	_____	_____
Stated						5	_____	_____
Debate or no debate						5	_____	_____
Put to vote						5	_____	_____
Vote result announced						5	_____	_____

**Subtotal**      **30**      \_\_\_\_\_

**BUSINESS OF THE MEETING**

	VALUE	SCORE	COMMENTS
Problem: quality (concise, complete, clear, germane) _____	15	_____	_____
Directions followed _____	5	_____	_____
Other business _____	10	_____	_____
<b>Subtotal</b>	<b>30</b>	_____	

**GENERAL PARLIAMENTARY PROCEDURE**

	VALUE	SCORE	COMMENTS
Proper order of business	5	_____	_____
Proper use of parliamentary terms	10	_____	_____
Clarity of expression, voice projection	10	_____	_____
Impartiality of presiding official	5	_____	_____
Initiative of members	5	_____	_____
Poise, dignity, and appearance	5	_____	_____

Time used: \_\_\_\_\_

**Subtotal**      **40**      \_\_\_\_\_

**PERFORMANCE CATEGORIES**

Motions  
 Business of the Meeting  
 General Parliamentary Procedure  
 Time Penalty (deduct 1 point per full half minute under 9 minutes or over 11 minutes)  
 Dress Code Penalty (deduct 5 points when dress code is not followed)

**SUBTOTAL SCORES**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 - \_\_\_\_\_  
 - \_\_\_\_\_

**TOTAL SCORE** \_\_\_\_\_ **100**

Verification of total score (please initial)

\_\_\_\_\_ Event Supervisor

\_\_\_\_\_ Event Supervisor

# RANKING SHEET - MISSOURI FBLA

## PARLIAMENTARY PROCEDURE DISTRICT

NAME OF PARTICIPANT AND SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	WRITTEN TEST RANK*			TOTAL	FINAL RANK (Smaller number wins)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								

\*The performance rank and the written test rank are weighted equally to determine the finalists. In the event of a tie, the team with the higher written test rank is the winner. Judges should break any ties that may arise after the use of the test rank.

Judge Judge Judge Test Test Test Total

4 2 2 1 1 1 11

3 1 1 2 2 2 11

34.5

← Tied -- Winner (higher test rank breaks tie)

10-1-02

**PARLIAMENTARY PROCEDURE  
STATE FINAL**

NAME OF TEAM	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller number wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

The written test counts **ONLY** in case of a tie. In the event of a tie, the team with the higher written test rank is the winner. Judges should break any ties that may arise after the use of the test rank.